

**Board of Finance
Special Meeting
Room A-Town Hall
September 20, 2016**

1. **Call to Order:** Meeting was called to order by Michael Dougherty at 7p.m.
2. **Roll Call:** Michael Dougherty, Ronald Cabana, Frederick Chmura, Glen Lessig, David Richardson, Roy Bradrick, Jeffrey Kelleher
Absent: David A. Hosmer, David Fortin,
3. **Alternate:** D. Fortin chose D. Richardson as Alternate by state statute, additional Alternate R. Bradrick, made by D. Richardson, seconded by R. Cabana **Motion passed.**
4. **Approve minutes from: July 12, 2016 Regular Meeting:** Motion to accept made by D. Richardson, seconded by F. Chmura. Discussion:
Pg. 1: Old Bus b: 3rd line up: should be person's income over a period of years upon retirement. Next para, 3rd line: should be choose stipend, pg., 2, 4th para. Down: 3-4 thousand more. Next para, end line: BOS must do certain things. Next pg., 6th line down, should say: stipend would. 2nd para. 7 lines up: delete line.
Last para: F. Chmura and D. Richardson to work on letter.
Approve with changes noted. **Glen Lessig abstained. Motion passed.**
5. **Old Business**
 - A. **Review Draft Finance Policy Manual:** G. Lessig: says that he and Dave put some things together as a starting point, researched other towns. D. Richardson: #7 is more work on town treasurer, not list of policies, more like by-laws. If something happens, there's no place to find an answer, it should be in one place to find answers. F. Chmura: rewrite #6: may adopt policy statements, good start. Go beyond by-laws, collect policies as an attachment. R. Bradrick: more detail would be beneficial, would be an expansion. G. Lessig: by-laws should be designated as such, policies written and available. M. Dougherty: table for now, give thoughts & ideas to David or Glen. Motion to continue and bring up at next meeting made by F. Chmura, seconded by G. Lessig. **Motion passed.**
 - B. **Review Draft Memo for BOS Stipend Recommendation:** Motion to accept as drafted and have M. Dougherty send to BOS made by D. Richardson, seconded by F. Chmura. Discussion: This topic has been going on for some time, results are needed: many have suggestions on wording, perhaps invite the BOS to a BOF meeting, or have a couple of BOF members attend a BOS meeting to open dialogue. Add: "While respecting the BOS authority" to the beginning of para 3, and send to BOS. Motion to add and send out made by R. Bradrick, seconded by R. Cabana. G. Lessig opposed. **Motion carried.**
6. **New Business**
 - A. **Review Year End Revenues:** The BOF recognizes Mrs. Bernardi for a very good job.
 - B. **Approve Non-Lapsing Account:** Move to accept made by D. Richardson, seconded by F. Chmura. **Motion carried.**

- C. Approve Year End Transfers:** Discussion: D. Richardson suggests possible to put money in an undesignated fund, and if needed, presentation should be made, if justified, give money. Question on air conditioning system for the school. BOE should have enough to take from own account without going into town funds. With the sale of busses, should be able to use own funding available. R. Bradrick likes the concept of undesignated fund. Donna clarifies memo, and explains how funds are transferred and when. Mark Bernardi, BOE, comments that the busses were sold, and teacher's aides were hired, part timers, so no benefits, but it did to teaching our children, and there are a few insurance claims to be paid out.

John Navarro explains the work being done, and how much road repair costs and says that they are working just to get the roads in good condition. Road repair is very expensive ranging from 350-500 hundred thousand dollars for a 1¼ mile of road reconstruction.

Motion to approve \$52,838.71 to CNR account for Lebanon Hill phase I and \$52,838.71 to CNR account for English Neighborhood phase III made by R. Bradrick, seconded by F. Chmura. Discussion: Glen mentions the window project for Quassett. Mr. Navarro comments that the window project has gone out to bid. **Motion carried.** Motion to transfer balance of \$119,923.60 to the undesignated fund made by D. Richardson, seconded by R. Bradrick. **Motion carried.**

7. Citizen's Participation

- 8. Correspondence & Announcements:** Next meeting will be Sept. 13, 2016. F. Chmura requests to add to agenda: to change the elected treasurer's position to director of finance, which would be non-elected position, for discussion only.
- 9. Adjournment:** Motion to adjourn made by J. Kelleher, seconded by D. Richardson. **Motion passed, adjourned at 8:14 p.m.**